

LINCOLN WATER COMMISSIONERS

November 9, 2015

Regular Meeting

The regular monthly meeting of the Lincoln Board of Water Commissioners was held at the Lincoln Water Commission office with Commissioners Rene Lapierre, Edward Fox and Eric Fox present. Commissioner Fred Conklin arrived late. Commissioner George Hadley was absent. Also present were Water Superintendent Romeo Mendes, Assistant to the Superintendent Lewis Prescott and Maureen Smith.

The meeting was called to order at 6:15 p.m.

Motion made by Commissioner Lapierre to have Commissioner Eric Fox serve as Chairman Pro Tem until the arrival of Chairman Conklin passed unanimously. (RL-Ed F)

PUBLIC COMMENT

There was no public comment at the November 9, 2015 meeting.

Motion to move agenda item 11 b. – Dennell Drive – Request for Relief – High Consumption to the front of the meeting passed unanimously. (RL-Ed F)

Superintendent Mendes advised that he received a request for relief for the high consumption from Dennell Drive due to irrigation.

The customer seeking relief requested that any consideration would be helpful.

Commissioners reviewed the information and offered a protected payment plan that will allow for 12 equal payments to be made over a 12 month period. The plan will be prepared by the office for the

customer.

Motion to allow customer from Denell Drive a 12 month payment plan passed unanimously. (RL-Ed F)

Motion to return to the regular order of business passed unanimously. (RL-Ed F)

Commission Chairman Conklin arrived at the meeting at 6:27 p.m. and presided over the remainder of the meeting.

Superintendent Mendes requested that the Superintendents Report be pulled from the Consent Agenda.

CONSENT AGENDA –

Motion to pull the Superintendents Report from the Consent Agenda and be heard in the regular order of business passed unanimously. (Ed F-RL)

Motion to approve the Consent agenda as amended passed unanimously. (Eric F–Ed F)

The following items were approved on the consent agenda for the November 9, 2015 meeting:

- October 14, 2015 Regular Meeting Minutes**
- October 2015 Capital Accounts**
- October Monthly Abatements**
- October Account Transaction Report**
- October Correspondence – RI Interlocal Trust – Open House**
- October News Articles – What is Clean and Safe Water Worth, RI**

Behind Spending Federal Funds for Drinking Water, Discolored Water Information and The Cost of a Glass of Water

MINUTES

• October 14, 2015 Executive Session

Motion to accept the October 14, 2015 Executive Session minutes passed unanimously. (Eric F-Ed F)

SUPERINTENDENTS REPORT

The Superintendent advised the Commission that a summary of work orders completed to date was on the report. Commissioners requested that all outstanding work orders be listed in future reports. Superintendent Mendes advised Commissioners on the Church Street and Old River Road Projects. The Superintendent handed out a project savings spread sheet to the Commissioners and also advised that the number of installed radio read devices is accurate.

Motion to accept the October Superintendents report passed unanimously. (RL-Eric F)

MONTHLY FINANCIAL REPORT

The October 2015 operating and revenue report was presented to the Board for approval.

Motion to accept the expenditure and revenue report for the month of October 2015 passed unanimously. (Eric F-Ed F)

Motion to send the monthly financial status report for October 2015 to the Town Finance Director passed unanimously. (Eric F-Ed F)

OUTSTANDING BALANCE REPORT

The outstanding balance report for the month of October 2015 was

reviewed by the Board and will be placed on file.

The outstanding balance due over 120 days for October was \$112,561.00. This amount is higher than the September 2015 report.

CAPITAL ACCOUNTS

The Capital Accounts report for October 2015 was passed with the Consent Agenda.

Interest on investments has gone up for the month of October.

MONTHLY INVOICES

Motion to remove Larry's Lincoln Auto from the list of payables and vote on separately passed unanimously. (Eric F-RL)

Motion to pay Larry's Lincoln Auto in the amount of \$594.58 passed unanimously. (RL-FC)

Commissioners Edward Fox and Eric Fox recused themselves from the vote.

Motion to approve payment of the remaining October 2015 Accounts Payable in the amount of \$251,366.15 and Direct Payments in the amount of \$350,068.07 passed unanimously. (Eric F-Ed F)

ABATEMENTS

a. Regular Monthly Abatements

Motion to approve the October 2015 abatements in the total amount of \$477.93 passed with the consent agenda.

- Reversal of TON Fee - \$200.00**
- Billing Error – \$211.50**
- Senior Abatements - \$73.07**
- Interest Adjustment - \$0.20**
- Returned Fees – (\$6.84)**

ACCOUNT TRANSACTION REPORT

The October 2015 Account Transaction Report was passed with the Consent Agenda and will be placed on file.

CORRESPONDENCE –

The October 2015 Correspondence was passed with the Consent Agenda and will be placed on file.

a. RI Interlocal Risk Management Trust – Open House

UNFINISHED BUSINESS

a. Church Street – Manville Water Line Project – Status Update

Superintendent Mendes advised the Commissioners that the project has been completed by the Lincoln Water Commission crew.

b. Old River Road – 20” Water Line Replacement – Status Update

Superintendent Mendes advised the Commission that the work has been completed on the 20” line.

c. Rates, Rules and Regulations of the Lincoln Water Commission

Superintendent Mendes advised the Commission that he will email a copy of the proposed changes to the Commissioners.

d. Section I – Water Bills – Amend

Commissioners reviewed the proposed changes to Section I of the Rates, Rules and Regulations handed out at the previous meeting.

Proposed changes to Section I are as follows:

Section 1

Water bills

INFORMATION REGARDING BILLS (11-10-15)

Bills are prepared by the Lincoln Water Commission and are

based on meter readings. Requests for information regarding bills or notices should be made either in person or by letter. All water bills are payable at either the Water Commission Office at 96 Old River Road or at the Office of the Finance Department, Lincoln Town Hall at 100 Old River Road.

All bills are due and payable within thirty (30) days from the date issued. If not paid within sixty (60) days from the date of billing, the Lincoln Water Commission reserves the right to discontinue service without further notice, and the water will not be turned on except upon payment in full of all amounts due, including fees for turning the water off and on.

Customers unable to pay in full within the sixty (60) day period may apply for enrollment in a payment plan. An application must be signed by the customer of record, and will include certain commitments to be met to avoid termination of service. The terms of the Standard Customer Payment Plan are as follows:

Step 1.

No down payment required.

No further interest will be charged on balance due.

Pay 1/6 1/3 of the balance due on the first business day of each of the next 6 3 months.

Current usage amounts will be added to the balance due as they occur.

If any payment is not received by the due date, the plan automatically goes to Step 2.

Not available if a termination notice has been issued within the last five years.

Step 2.

Twenty Five percent (25%) of the unpaid balance due immediately as a down payment.

Interest will be charged on balance due.

Pay 1/6 1/3 of the balance due on the first business day of each of the next 6 3 months.

Current usage amounts will be added to the balance due as they occur.

If any second payment is not received by the due date, the plan automatically goes to Step 3.

Not available if service has been terminated within the last five years.

Step 3.

Fifty percent (50%) of the unpaid balance due immediately as a down payment.

Interest will be charged on any unpaid balance.

Pay 1/3 of the balance due on the first business day of each of the next 3 months.

Current usage amounts will be added to the balance due as they occur.

If any third payment is not received by the due date, the plan automatically goes to Step 4.

Step 4.

Water service will be terminated immediately.

Interest will be charged on any unpaid balance.

One hundred percent (100%) of the unpaid balance must be paid by cash, credit card or certified check only.

Turn on/off fee (\$100) must be paid.

Once terminated, customers are ineligible for Step 1 or Step 2 for 5 years.

Enrollment in a Protected Customer Payment Plan is available upon application and approval of the Board of Water Commissioners. Applicants must provide written evidence of one or more of the following conditions: unemployed/receiving unemployment compensation; (all members of the household must be 62 or older) or disabled (an affidavit verified by a physician); seriously ill with a life threatening illness (affidavit verified by a physician); or households in financial hardship with a baby under 12 months old. The terms of the Protected Customer Payment Plan are identical to the Standard Customer Payment Plan with the following exceptions:

Step 1.

No down payment required.

No further interest will be charged on balance due.

Pay 1/12 of the balance due on the first business day of each of the next twelve (12) months.

Current usage amounts will be added to the balance due as they occur.

If any payment is not received by the due date, the plan

automatically goes to Step 2.

Not available if a termination notice has been issued within the last five years

Step 2.

Twenty-five percent (25%) of the unpaid balance due immediately as a down payment.

Interest will be charged on balance due.

Pay 1/12 of the unpaid balance due on the first business day of each of the next twelve (12) months.

Current usage amounts will be added to the balance due as they occur.

If any (second) payment is not received by the due date, the plan automatically goes to Step 3.

Not available if service has been terminated within the last five years.

Step 3.

Fifty percent (50%) of the unpaid balance due immediately as a down payment.

Interest will be charged on any unpaid balance.

Pay 1/6 of the balance due on the first business day of each of the next 6 months.

Current usage amounts will be added to the balance due as they occur.

If any (third) payment is not received by the due date, the plan automatically goes to Step 4.

Step 4.

Water service will be terminated immediately.

Interest will be charged on any unpaid balance.

One hundred percent (100%) of the unpaid balance must be paid

Turn on/off fee (\$100) must be paid.

Once terminated, customers are ineligible for Step 1 or Step 2 for a period of five years.

Commercial Large industrial, manufacturing and residential apartment accounts are billed monthly and quarterly; smaller accounts are billed quarterly or semi-annually and residential accounts are billed semi-annually by district as follows ; Residential and all other accounts are billed quarterly effective January 2014.

Saylesville District (District 1)

Lonsdale District (District 2)

**Manville-Albion-Fairlawn District
(District 3)**

**Limerock-Quinnville-Twin River
District (District 6)**

Fire line services, private fire hydrants, and hydrants outside the Lincoln service area are billed annually on in January 1.

PROPERTY OWNERS RESPONSIBLE RESPONSIBILITY:

Water bills are sent to the owner of record of the property.

Property owners shall notify the Water Commission of any changes in mailing addresses.

Failure to receive a bill does not relieve the property owner from the obligation of payment of the bill or any penalties or interest incurred.

Property owners are responsible for all charges for water service until written notice has been received by the Water Commission to discontinue the service of or a change of ownership. The Water Commission reserves the right to discontinue water service to any property which is in arrears.

RATE STRUCTURE

The Lincoln Water Commission operation is financed solely by revenue collected from the sale of water and fees for services. Revenues are used to cover the costs of daily operational expenses, provide Capital Improvements and Infrastructure Rehabilitation Funds, provide for an emergency contingency fund, pay for the purchase of water from Providence Water or other resources, and pay for State licensing fees and surcharges. Rates are set by the Board of Water Commissioners after a Public Hearing. The current rate structure is available at the administration office, listed on the bills, or through the web site.

The rate structure includes the following items for each residential unit:

- 1. A yearly service fee, deposited into the Capital Improvement Fund;**
- 2. A first step, second step, third step, and fourth step charge per 1,000 gallons, used per unit; depending on quantity used per billing**

period.

3. The current rate structure is available on the web site;

4. An Infrastructure Rehabilitation Fee for each 1,000 gallons consumed;

5. A R.I. Department of Health licensing fee; and

6. R.I. State surcharges based on the amount of water consumed.

(Note: Senior citizens, 65 and older, are eligible for a rebate on the surcharges. Please call the Lincoln Water Commission Office for further information.)

Motion to make the following changes passed unanimously. (RL-Eric F)

Step 1 - change "Pay 1/6 of the balance due on the first business day of each of the next 6 months." to "Pay 1/3 of the balance due on the first business day of each of the next 3 months."

Step 2 - change "Pay 1/6 of the balance due on the first business day of each of the next 6 months." to "Pay 1/3 of the balance due on the first business day of each of the next 3 months." and eliminate the word "second" from "If any second payment is not received by the due date, the plan automatically goes to Step 3."

Step 3 - Eliminate the word "third" from "If any third payment is not received by the due date, the plan automatically goes to Step 4."

Step 4 – Add the words “by cash, credit card or certified check only.”

Superintendent Mendes proposed a new billing form to the commissioners.

Motion to eliminate the consumption history from the current residential billing form passed unanimously. (RL-Eric F)

e. Outstanding Work Orders – This topic was covered during the Superintendents report.

Commissioners are requesting a listing of all outstanding work orders on the monthly Superintendents report.

NEW BUSINESS

a. Application for Rebate – Smart Irrigation Control System

Commissioners reviewed a request for rebate for the installation of a Smart Irrigation control system.

Motion to approve the rebate of \$200.00 for the installation of a Smart Irrigation control system for a customer on Morning Star Ct passed unanimously. (Eric F-RL)

b. Denell Drive – Request for Relief – High Consumption

This item was moved to and heard at the front of the meeting.

CLAIMS –

There were no claims presented at the October 14, 2015 meeting.

NEWS ARTICLES –

- a) Bangor Daily News – What is Clean and Safe Water Worth**
 - b) Providence Journal – RI Behind Spending Federal Funds for Drinking Water**
 - c) Providence Water – Discolored Water Information**
 - d) Providence Water – The Cost of a Glass of Water**
- News articles were passed with the consent agenda**

EXECUTIVE SESSION

Motion to seek to adjourn to Executive Session per RIGL 42-46-5 (a) (2) to discuss the Policies Governing Benefits and Other Administration Functions for Union Employees – Construction Season, Office Staff Pension Policy and Handy Pond Litigation passed unanimously. (RL-Eric F)

EXECUTIVE SESSION – PUBLIC VOTE

Motion to Seal the Minutes of the Executive Session passed unanimously. (Eric F-RL)

There were no other votes taken during the Executive Session.

ADJOURN

There being no further business before the board the meeting adjourned at 8:05 p.m.